



Job Opportunity

State Controller's Office

Position: Payroll Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th Floor, Sacramento, CA 95814

Issue Date: February 11, 2005

Final Filing Date: Until Filled

Contact/Telephone:
Cindy Snider, (916) 322-8074

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1311-063

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of a Payroll Operations Supervisor, the Payroll Specialist provides technical payroll support services in the Civil Service/Exempt Payroll Unit within the Personnel/Payroll Operations Section.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review, prioritize and audit documents used to create payroll transactions; upload these transactions through personal computer applications.
- Review, research and resolve history summaries/abstracts and payment history records, computer generated error messages, and microfiche and Internet accessed records.
- Correspond with agencies regarding documentation and/or payroll irregularities.
- Answer incoming telephone calls regarding various payroll situations.

Desirable Qualifications:

- Able to work independently with minimal supervision;
- Excellent customer service and interpersonal skills;
- Punctual and dependable;
- Flexible, able to adjust to changing priorities and capable of meeting daily deadlines;
- Able to follow directions;
- Able to apply State and Federal laws, rules, policies and procedures, and collective bargaining agreements; and
- Personal computer skills including Microsoft Word, Excel and Outlook.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878

Attn: Cindy Snider